

BRIDGNORTH TOWN COUNCIL

JOB DESCRIPTION

- Title: Direct Labour Force (DLF) Grounds Maintenance Person.
- Place of work: Cemetery, any grounds/open spaces or property which is the responsibility of the Town Council.
- Purpose of post: To assist with a range of Horticultural and Grounds maintenance tasks throughout the Town of Bridgnorth under the supervision of the working supervisor.
- Duties
1. Undertake grave digging and associated duties in the cemetery. Previous experience would be an advantage, particularly in the use of mechanical plant, but training will be provided. You will have good communication skills and a positive and helpful attitude towards the bereaved.
 2. Undertake grass cutting and other grounds and gardens maintenance duties to specified standards using a wide range of pedestrian controlled plant and machinery, hand held equipment and hand tools ride on/push mower cutting/strimming.
 3. Undertake duties such as hoeing, weeding, digging, leaf raking, ground working and hedge cutting to the required standards.
 4. Undertake litter picking by hand in parks and amenity areas throughout the town. Sweep hard surface areas by hand as and when required, to remove glass and other extraneous material.
 5. Undertake basic miscellaneous repairs and decorating as directed.
 6. Other duties as directed by the Town Clerk, the Outdoors and Properties Manager and DLF Supervisor. This may include attending courses, periods of early morning/late evening, or weekend working for which time of in lieu or overtime rates will be granted.
 7. Experience: a full driving licence is an essential requirement and tractor and mini excavator operator licences would be an advantage. Working on Highways and working at heights accreditation would also be advantageous but not essential as training would be provided.
 8. Security of Town Council Properties and Open Spaces to include locking and unlocking of gates.

Health and safety

1. The post holder must take reasonable care for the health and safety of themselves and any other persons who may be affected by their work.
2. To co-operate with the Town Council to help ensure that all statutory provisions and regulations are complied with in regard to the Health & Safety at Work Regulations 1974.
3. To ensure that all protective equipment and goggles are worn and the rules adhered to in relation to each area of work carried out.

Rates of Pay:

NJC spinal column 15-17 (SCP 5-6 as of April 2019)